

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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State Title: **Systems Analyst III**

Functional Title:

Job Posting: **13097**

Monthly Salary: \$3639.41

Posting Date: 01/11/2013

Close Date: 01/28/2013

Section/Division: Water Quality Admin Section/ Water Quality Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: Two(2)

Position #(s): 1158,1189

Job Description:

Coordinates and provides technical guidance for water quality information technology (IT) needs for the Water Quality Division of the Texas Commission on Environmental Quality (TCEQ). Maintains and upgrades water quality databases and systems to address future program needs, and to ensure work meets and conforms to agency needs. Represents the Division in joint application design (JAD) sessions and agency IT work groups, reviewing proposed system requirements and specifications to ensure changes serve water quality systems needs. Conducts analysis of water quality business processes, identifying use cases, documenting system requirements, developing design documents detailing business rules and data values, and maintaining documentation using Information Resources (IR)-approved software. Prepares detailed requirements for authorizations in the agency's ePermits system. Documents and maintains water quality program work flows, and develops supporting documents. Works with other division staff to clearly identify and document procedures and practices. Communicates with managers, co-workers, regulated community members, and the public at large to discern external and internal IT needs and share IT initiatives. Develops water quality special and standard reports using IR-approved reporting tools, and assists with program area staff efforts to respond to internal and external inquiries. Develops and modifies databases and queries. Develops user manuals and staff instructions. Participates in special projects and initiatives as needed.

Minimum Qualifications:

Four years of full-time experience in computer or GIS programming and/or systems or spatial analysis, two years of which must have been as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst.

OR A bachelor's degree from an accredited college or university with 12 semester hours in Management Information Systems, computer science, GIS, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in computer or GIS programming and/or systems or spatial analysis, two years of which must have been as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst.

OR Completion of 30 semester hours (600 clock hours) in computer science or GIS from a licensed vocational, technical, or business school or accredited college (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in computer or GIS programming and/or systems or spatial analysis, two years of which must have been as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst.

CAREER LADDER PROGRESSION - One year of full-time TCEQ experience as a Systems Analyst II.

Preferred Requirements:

Experience working with relational data models having 30 or more tables.

Experience with data analysis.

Experience writing technical documents.

Experience with Microsoft Access Application Development.

Experience writing Standard Query Language (SQL) against data models having 30 or more tables with multiple variables.

Experience using the TCEQ Central Registry data model.

Experience working with TCEQ Water Quality Division Business Processes.

Special Requirements:

Moving up to 20 pounds of training material.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer